

**Classification:** UNCLASSIFIED

**Caveats:** NONE

**Subject:** R 12 2030Z NOV 04 ALARACT RELEASE AUTHORITY(UC) ALARACT 176/2004  
UNCLAS

**Importance:** Low

THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON  
BEHALF OF DA WASHINGTON DC//DAPE-HR-L//.

**SUBJECT: INTERIM GUIDANCE - ARMY SEXUAL ASSAULT PREVENTION AND RESPONSE  
PROGRAM**

REFERENCES

A. THE ACTING SECRETARY OF THE ARMY S TASK FORCE REPORT ON SEXUAL ASSAULT  
POLICIES, MAY 27, 2004.

B. SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM ACTION PLAN, AUGUST 19,  
2004.

C. ALARACT 074/2004, SUBJECT: COMMANDER S DISPOSITION REPORTS ON CRIMINAL  
INCIDENTS, 061730Z MAY 04.

1. ON 19 AUGUST 2004, THE ACTING SECRETARY OF THE ARMY APPROVED THE SEXUAL  
ASSAULT PREVENTION AND RESPONSE ACTION PLAN AND DIRECTED THAT IT BE  
IMPLEMENTED THROUGHOUT THE ARMY AS SOON AS POSSIBLE.

2. THE PURPOSE OF THIS INTERIM GUIDANCE IS TO ESTABLISH IMMEDIATE ACTIONS  
FOR ALL ARMY ACTIVITIES TO FOLLOW IN ORDER TO HELP PREVENT INCIDENTS OF  
SEXUAL ASSAULT AND TO BETTER RESPOND TO INCIDENTS SHOULD THEY OCCUR. THIS  
GUIDANCE WILL REMAIN IN EFFECT UNTIL THE NEXT REVISION OF AR 600-20 (ARMY  
COMMAND POLICY) IS PUBLISHED LATER IN FY2005. CHAPTER 8 OF THE REVISED AR  
600-20 WILL DETAIL ALL REQUIREMENTS, ROLES AND RESPONSIBILITIES FOR THE NEWLY  
ESTABLISHED ARMY SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM AS OUTLINED  
IN REFERENCES A AND B.

3. KEY COMPONENTS OF THE ARMY SEXUAL ASSAULT PREVENTION AND RESPONSE  
PROGRAM INCLUDE: AN AWARENESS BY EVERY SOLDIER AND LEADER OF THE CONDITIONS  
THAT CONTRIBUTE TO THE OCCURENCE OF SEXUAL ASSAULT; AN UNDERSTANDING AND  
IMPLEMENTATION OF MEASURES TO PREVENT SEXUAL ASSAULTS; AND KNOWING WHAT  
RESOURCES ARE AVAILABLE TO ASSIST VICTIMS OF SEXUAL ASSAULT AND TO SUPPORT  
THE CHAIN OF COMMAND.

4. TRADOC IS DEVELOPING TRAINING THAT WILL BE INCLUDED AT ALL LEVELS OF ARMY  
PROFESSIONAL MILITARY EDUCATION STARTING AFTER  
30 NOVEMBER 2004. THE TRAINING SUPPORT PACKAGES ARE ALREADY POSTED ON THE  
REIMER DIGITAL LIBRARY. THIS TRAINING PROVIDES SOLDIERS AND LEADERS WITH A  
SOLID FOUNDATION OF SEXUAL ASSAULT PREVENTION AND RESPONSE KNOWLEDGE AND  
SKILLS. HOWEVER, INSTITUTIONAL TRAINING MUST BE REINFORCED WITH ARMY-WIDE  
CHAIN OF COMMAND INVOLVEMENT IN ORDER TO GUARANTEE THE SUCCESS OF THE ARMY  
SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM.

5. IN ORDER TO ENSURE THE KEY AWARENESS, PREVENTION AND RESPONSE COMPONENTS  
OF THE ARMY S PROGRAM CAN BEGIN IMMEDIATELY, THE ARMY HAS ESTABLISHED A  
WEBSITE (WWW.SEXUALASSAULT.ARMY.MIL) THAT PROVIDES COMMANDERS WITH  
PREPARATION AND CONDUCT OF SEXUAL ASSAULT PREVENTION AND RESPONSE TRAINING  
SESSIONS. EFFECTIVE IMMEDIATELY, ALL ARMY ACTIVITIES SHALL REVIEW THIS  
WEBSITE AND TAKE THE FOLLOWING ACTIONS:

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A. NOT LATER THAN 31 JAN 2005, CONDUCT INITIAL SEMI-ANNUAL SEXUAL ASSAULT AWARENESS SESSIONS THAT ADDRESS THE RISKS, PREVENTION AND RESPONSE INFORMATION CONTAINED ON THE ARMY S WEBSITE. SEXUAL ASSAULT AWARENESS SESSIONS SHOULD BE CONDUCTED IN SMALL GROUPS USING THE CONSIDERATION OF OTHERS FORMAT. THE CHAIN OF COMMAND SHOULD PERSONALLY CONDUCT THIS TRAINING AND ENSURE THESE SESSIONS ADDRESS BOTH AWARENESS AND PREVENTION MEASURES AS WELL AS IDENTIFY UNIT AND INSTALLATION LEVEL RESPONSE AGENCIES. THE PRIMARY OBJECTIVES OF THESE SESSIONS ARE:

(1) SOLDIERS AND LEADERS RECOGNIZE AND MITIGATE CIRCUMSTANCES THAT CONTRIBUTE TO INCIDENTS OF SEXUAL ASSAULT.

(2) SOLDIERS AND LEADERS IDENTIFY, LOCATE, AND CONTACT LOCAL AND INSTALLATION SEXUAL ASSAULT RESPONSE AGENCIES.

B. IMMEDIATELY INCLUDE SEXUAL ASSAULT PREVENTION AND RESPONSE INFORMATION AS PART OF ALL PRE-DEPLOYMENT AND RE-DEPLOYMENT BRIEFING ACTIVITIES; ENSURING ALL SOLDIERS ARE AWARE OF RISKS, RESPONSE PROCEDURES, LOCATION AND CONTACT INFORMATION FOR RESPONSE AGENCIES IN THE DEPLOYED THEATER.

C. IMMEDIATELY INCLUDE EMPHASIS ON SEXUAL ASSAULT RISKS, PREVENTION, AND RESPONSE IN ALL HOLIDAY SAFETY BRIEFINGS.

D. COMPLY WITH REFERENCE C AND ENSURE ALL APPROPRIATE COMMANDER S REPORT OF DISCIPLINARY OR ADMINISTRATIVE ACTION (DA FORM 4833) ARE PROVIDED TO THE INSTALLATION PROVOST MARSHAL AND U.S. ARMY CRIMINAL INVESTIGATION COMMAND (CID) ACTIVITY.

6. INSTALLATION AND GARRISON COMMANDERS WILL, IN ADDITION TO THE REQUIREMENTS IN PARAGRAPH 4, PUBLICIZE INSTALLATION LEVEL INFORMATION TO PROVIDE SOLDIERS AND LEADERS WITH CONTACT INFORMATION FOR ALL INSTALLATION LEVEL RESPONSE AGENCIES LAW ENFORCEMENT, LEGAL, MEDICAL, SOCIAL SERVICES, AND OTHERS. THIS CONTACT INFORMATION SHOULD ALSO BE PRESENTED TO ALL INCOMING SOLDIERS DURING INSTALLATION IN-PROCESSING.

7. THE ARMY WILL CARE FOR VICTIMS OF SEXUAL ASSAULT WITH DIGNITY, FAIRNESS AND RESPECT. COMMANDERS WILL ADDRESS EVERY SEXUAL ASSAULT INCIDENT SERIOUSLY, THOROUGHLY INVESTIGATE THE INCIDENT AND HOLD THOSE WHO COMMIT OFFENSES ACCOUNTABLE. THE FOLLOWING COMMANDER S CHECKLIST PROVIDES GUIDANCE FOR COMMANDERS SHOULD A SEXUAL ASSAULT OCCUR IN GARRISON OR IN A DEPLOYED THEATER:

A. ENCOURAGE THE VICTIM TO REPORT THE INCIDENT AND GET A MEDICAL EXAMINATION IMMEDIATELY (EVEN IF THE INCIDENT OCCURRED PRIOR TO THE PAST 72 HOURS).

B. MAKE APPROPRIATE ADMINISTRATIVE AND LOGISTICAL COORDINATION FOR MOVEMENT OF VICTIM TO RECEIVE CARE. (INVOLVE THE MINIMUM NUMBER OF PERSONNEL POSSIBLE AND ONLY ON A NEED-TO-KNOW BASIS).

C. NOTIFY THE CRIMINAL INVESTIGATION COMMAND AND PROVOST MARSHAL (PER AR 195-1, PARAGRAPH 6).

D. NOTIFY THE CHAPLAIN IF THE VICTIM DESIRES PASTORAL COUNSELING OR ASSISTANCE.

E. REPORT THE SEXUAL ASSAULT INCIDENT, WITHIN 24 HOURS OF RECEIPT, THROUGH THE CHAIN OF COMMAND TO THE FOLLOWING ENTITIES IF THEY HAVE NOT ALREADY BEEN NOTIFIED:

(1) CRIMINAL INVESTIGATION COMMAND

(2) INSTALLATION PROVOST MARSHAL

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- (3) COMMANDERS IN THE CHAIN OF COMMAND (AS APPROPRIATE)
- F. ENSURE THE CID NOTIFIES VICTIMS AND WITNESSES OF THEIR RIGHTS THROUGH A COMPLETED VICTIMS AND WITNESSES OF CRIME FORM, DD FORM 2701. (REFERENCE AR 27-10 AND AR 600-20, APPENDIX G).
- G. CONFER WITH COMMANDER S LEGAL REPRESENTATIVE TO CONSIDER LEGAL OPTIONS AND RESPONSIBILITIES. IF THE SUBJECT IS A FOREIGN NATIONAL OR FROM A COALITION FORCE, CONFER WITH SJA ON RESPONSIBILITIES, OPTIONS AND VICTIM S RIGHTS.
- H. ENSURE THE VICTIM IS MADE AWARE OF, AND ENCOURAGED TO EXERCISE THEIR OPTIONS DURING EACH PHASE OF THE MEDICAL, INVESTIGATIVE, AND LEGAL PROCESSES.
- I. DETERMINE THE BEST COURSES OF ACTION FOR SEPARATING THE VICTIM AND THE SUBJECT DURING THE INVESTIGATION.
- (1) DETERMINE WHETHER THE VICTIM DESIRES TO BE TRANSFERRED TO ANOTHER UNIT.
- (2) DETERMINE IF THE SUSPECT NEEDS/DESIRES TO BE TRANSFERRED TO ANOTHER UNIT.
- (3) A MILITARY PROTECTION ORDER (MPO) (DD FORM 2873), REFERRED TO AS A NO CONTACT ORDER MAY BE CONSIDERED.
- (4) COORDINATE WITH SEXUAL ASSAULT RESOURCES AND CHAIN OF COMMAND (INVOLVE AS FEW PEOPLE AS POSSIBLE AND ONLY ON A NEED TO KNOW BASIS, PROTECTING THE VICTIM S PRIVACY) TO DETERMINE IF THE VICTIM S CONDITION WARRANTS REDEPLOYMENT/REASSIGNMENT.
- J. CONFER WITH SERVICING SJA OFFICE TO CONSIDER PRETRIAL OPTIONS AND RESPONSIBILITIES TO INCLUDE THE POSSIBILITY OF PRETRIAL RESTRAINT (INCLUDING A NO CONTACT/MILITARY PROTECTIVE ORDER) AND APPROPRIATE DISPOSITION OF THE ALLEGED OFFENSE.
- K. FLAG (SUSPEND FAVORABLE PERSONNEL ACTIONS) ANY SOLDIER LISTED AS A SUBJECT IN A CID REPORT OF INVESTIGATION IAW AR 600-8-2, AND SUSPEND THE SOLDIER S SECURITY CLEARANCE IAW AR 380-67.
- L. INFORM THE VICTIM OF THE RESOURCES IN THEATER THAT ARE AVAILABLE TO THEM THROUGH THE VICTIM AND WITNESS ASSISTANCE PROGRAM (VWAP) (AR 27-10). ALSO, INFORM THE VICTIM OF RESOURCES THAT ARE ACCESSIBLE FROM THE AREA OF OPERATION, (I.E. MILITARY ONE SOURCE (INTERNATIONAL: 1-800-464-8107 OR INTERNATIONAL COLLECT: 484-530-5889, 24-HOUR-A-DAY, 7-DAY-A-WEEK); DOD DEPLOYMENT HEALTH SUPPORT HOTLINE (1-800-497-6267 FROM 0900-2100 HOURS (EST), MONDAY THROUGH FRIDAY)).
- M. OBTAIN STATUS UPDATE OF THE VICTIM AND SUBJECT(S) FROM THE CID AND JAG, WITHIN 14 CALENDAR DAYS AND ON A MONTHLY BASIS THEREAFTER, TO THE BATTALION OR HIGHER-LEVEL COMMANDER UNTIL THE CASE IS OFFICIALLY CLOSED. IF THE VICTIM OR SUBJECT IS TRANSFERRED OR REDEPLOYED PRIOR TO THE CASE CLOSING, COORDINATE WITH INVESTIGATIVE AND SJA PERSONNEL BEFORE CEASING MONTHLY UPDATES ON PARTIES INVOLVED.
- N. INITIATE FOLLOW-UP WITH THE VICTIM WITHIN 45 DAYS AFTER DISPOSITION OF THE CASE.
- O. ENSURE UNIT PERSONNEL ARE ABREAST OF RISK FACTORS ASSOCIATED WITH SEXUAL ASSAULT, ESPECIALLY THOSE RISK FACTORS UNIQUE TO THE DEPLOYED ENVIRONMENT.
8. POC IS MAJ CARLA REED (703) 696-5453; [CARLA.REED@US.ARMY.MIL](mailto:CARLA.REED@US.ARMY.MIL).
9. EXPIRATION DATE CANNOT BE DETERMINED.

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